



American Consulate General, Chennai

May 7, 2008

Vacancy Notice **(Re-advertised)**

American Consulate General, Chennai, is seeking an individual for the position of Engineer/Maintenance Supervisor in General Services unit of Management section.

Position is re-advertised. Applicants who applied for the earlier announcement (CHE-PSAP-2008-12) may not apply again.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2008-12-R1

OPEN TO: All Interested Candidates

POSITION: Engineer/Maintenance Supervisor

NUMBER OF POSITIONS: One (MLA526037)

OPENING DATE: May 7, 2008

CLOSING DATE: May 16, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR:** Grade: FP-04*
Ordinarily Resident: Grade: FSN-11*

* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Supervises, establishes priority and has the responsibility for formulations of plans, operation, maintenance, repair, overhaul, replacement, renovation, construction, make-ready, safety, fire prevention, control & evacuation etc., of the buildings and grounds, furnishing, equipments, air-conditioning, water purification plants, electrical, fresh water, waste water systems, automatic building management systems etc. of the office of the consulate general and US owned and short term leased residences round the year. All installations are to US standards. Formulates the house keeping schedules and utilization of manpower.

Oversees two Maintenance Supervisors, one Work Control Clerk, one General Services Clerk, one Maintenance Foreman, sixteen Technicians and five Gardeners.

Performs duties of Contracting Officer's Technical Representative for the various major projects, coordinates the project issues from start to finish with OBO Washington and FMS Delhi.

QUALIFICATIONS REQUIRED:

- Degree in Engineering and knowledge of electrical, civil, mechanical, air-conditioning/refrigeration and diesel engineering subjects is required.
- 7 to 10 years of relevant experience within the Mission or outside is required.
- Level IV (fluency) in English and Tamil are required.
- Theory and practical knowledge in the fields of civil engineering is essential.
- Knowledge of personnel management, shop management, safety procedures is required.
- Must be able to diagnose the roots of problems and identify quick and lasting solutions.
- Must be capable of prescribing flawless scope of work with clear specification, drawings and layouts. General knowledge of practices in vogue in building industry is essential.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website
http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K Ballard
Management Office
220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert "**CHE-PSAP-2008-12-R1**" (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business May 16, 2008.

An Equal Opportunity Employer